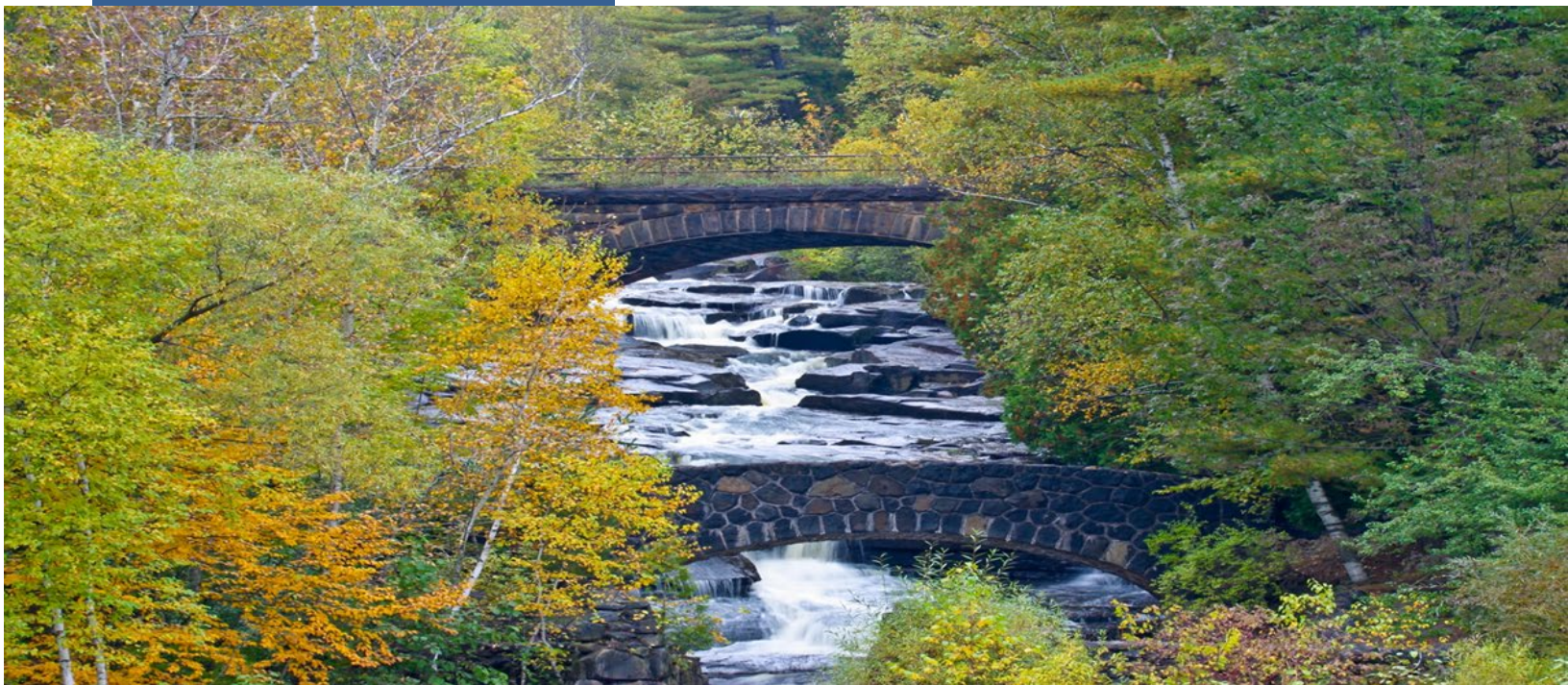




City of Duluth Board & Commission Handbook





Roger J. Reinert
Mayor

Room 422
411 West First Street
Duluth, Minnesota 55802



218-730-5230



rreinert@duluthmn.gov

Congratulations on your appointment to serve on one of our many Boards and Commissions!

As Board Members and Commissioners, your input and advice are key to the City's community engagement work. You will be a liaison for the community's voice on a variety of issues while also extending the reach of the democratic process for our neighbors. This work will also strengthen YOUR ties to our community, broaden your network, and expose you to diverse people, interests, neighborhoods, and community resources.

The importance of civic engagement and community involvement was instilled in me at a young age. Those opportunities were modeled by my father, and helped to shape a lifetime of leadership and service. I hope you find this work both fulfilling and enjoyable, and that you are able to model for another in our community what my father modeled for me.

Thank you for your commitment to your neighbors, our community, and the City of Duluth!

Sincerely,

Roger J. Reinert
Mayor

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Article I. Purpose

This handbook is your guide to serving in your role as an appointed board or commission member for the City of Duluth and is designed to be a reference tool for you during your tenure on the commission.

As a new member, you must first visit the City Clerk's office to execute your oath of office. Your oath must be on file prior to taking your seat on the commission. Once you have executed your oath, you may want to schedule a time to meet with the staff liaison for your commission. You may also want to review agendas and minutes from recent meetings to see what issues have been under consideration. Lastly, it is recommended that you review the commission's enabling legislation, mission, and bylaws (additional member expectations may be found in the bylaws). These items are included in the Appendix of this handbook.

Article II. Serving on a Commission, Board or Committee

2.1. Member Expectations

The following principles help ensure that the commission operates with the maximum of efficiency and effectiveness:

1. Members are expected to attend all meetings.
2. If you are going to miss a meeting, please contact your staff liaison prior to the meeting. This helps ensure that the commission will have a quorum at the meeting.
3. Members are encouraged to respect the decision-making process and any decisions made by the group. Each individual member is expected to respect the official position or action of the commission.
4. Any written or email communications among members must be sent to the staff liaison for distribution in accordance with the open meeting law. Commission members should avoid discussion commission matters outside of an open meeting.

5. Issues and decisions are expected to be openly discussed at meetings.
6. No member will expect nor seek special consideration or influence based upon their position.

2.2. Open Meeting Law

The Minnesota Open Meeting Law provides all meetings of the Duluth City Council and any committee, subcommittee, board, department or commission thereof shall be open to the public. The Minnesota Open Meeting Law exists to prohibit elected and appointed officials from making decisions without the public being fully informed. The law is enforced to ensure the public's right to be informed of and participate in actions of the public body. For purposes of the Open Meeting Law, a "meeting" is defined as a gathering of a quorum or more, where members intentionally discuss, decide or receive information as a group on issues relating to the official business of the City.

Whenever a board or commission meets, the public needs to be aware of the date, time and location of the meeting. They must have the opportunity to watch the meeting, see how the members vote on issues, have access to the printed information the members have at the meeting and receive a summary of the minutes.

Thus any scheduled gathering of the board or commission must have proper notice and be open. This includes meetings where members receive information that may influence later decisions. Chance meetings and social gatherings are excluded; however, members cannot discuss or receive information on official business in private social settings. Further, even though gatherings of less than a quorum do not meet the definition of "meeting," serial gatherings of less than a quorum may be a violation.

There are a few exceptions to the Open Meeting Law and strict adherence to these requirements is necessary to avoid violating the statute. If the board or commission is considering a closed meeting, the City Attorney should be consulted.

If a board or commission member intentionally violates the provisions of the Open Meeting Law, they are subject to personal liability including civil penalties. Government entities are prohibited from paying these penalties for members.

2.3. Code of Ethics

Chapter 2, Article XI, of the City of Duluth Legislative Code establishes a Code of Ethics for Public Officials. This Code of Ethics applies to board and commission members as well as elected officials.

Article XI. Code of Ethics for Public Officials.

Sec. 2-53. Policy.

The public judges its government by the way its public officials conduct themselves in the posts to which they are elected or appointed. City officials hold positions of public trust under the scrutiny of public opinion, and their actions must be above suspicion. The public has a right to expect that city officials will conduct themselves in a manner that will preserve public confidence in and respect for government. In order to continue the public confidence and the integrity of governmental officials and to promote trust of the people in the objectivity of their public servants, this code of ethics for public officials of the city of Duluth is adopted. This code of ethics supplements the provisions of state law and Section 30 of the City Charter relating to certain conflicts of interest by public officials.

Sec. 2-54. Definitions.

For the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them by this Section.

Association. Business, corporation, firm, partnership, committee, labor organization, club, or any other group of two or more persons, which includes more than an immediate family, acting in concert.

Business with which he is associated. Any association in connection with which the individual, his spouse, minor child or other member of his immediate household, is compensated in excess of \$100, except for actual and reasonable expenses, in any

month as a director, officer, owner, member, partner or employee, or is a holder of securities worth \$5,000 or more at fair market value; provided, however, that a publicly held corporation for which a CUSIP number has been assigned by a stock exchange, in which the individual, spouse, minor child or other member of the individual's household holds less than one percent of the outstanding stock, shall not be considered an association for purposes of this definition.

Financial interest. Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the public official, his spouse, minor child or other member of his immediate household.

Public official. Includes:

- (a) Members of the city council;
- (b) The mayor;
- (c) Members of boards and commissions established pursuant to Section 27 of the City Charter.

Sec. 2-55. Conflicts of interest.

Subdivision 1. Any public official who in the discharge of his official duties would be required to take an action or make a decision which would substantially affect his financial interests or those of a business with which he is associated shall take the following actions:

- (a) The mayor or any member of the city council shall advise the city council of the nature of his potential conflict of interest prior to council consideration of the matter giving rise to the conflict, and a notation regarding such conflict of interest shall be entered in the city council minutes which relate to such matter;
- (b) A member of a board or commission shall advise the other members of such board or commission of the nature of his potential conflict of interest prior to consideration of the matter giving rise to the conflict, and a notation regarding such conflict of interest shall be entered in the minutes of such board or commission relating to such matter.

Subdivision 2. The public official who has a potential conflict of interest as defined in Subdivision 1 above shall refrain from voting on or otherwise participating in the action or decision with which he has a potential conflict of interest. (Ord. No. 8334,

Sec. 2-56. Statements of economic interest.

Subdivision 1. An individual shall file a statement of economic interest with the city clerk:

- (a) Within 14 days after filing an affidavit of candidacy to appear on the ballot for election to the position of mayor or city councilor; or
- (b) Prior to consideration by the city council of his appointment to the office of mayor or city councilor.

Subdivision 2. The city council shall not appoint an individual required to file a statement of economic interest by Subdivision 1 of this Section until such statement has been filed.

Subdivision 3. The city clerk shall notify by certified mail any candidate for the position of mayor or city councilor who fails, within 14 days after filing for office, to submit a statement of economic interest required by this Section. A candidate who knowingly fails to submit a statement of economic interest within seven days after receiving notice from the city clerk is guilty of a misdemeanor.

Subdivision 4. A statement of economic interest required by this Section shall be on a form prescribed by the city clerk. The individual filing shall provide the following information:

- (a) His name, address, occupation and principal place of business;
- (b) The name of each business with which he is associated and the nature of that association; and
- (c) A listing of all real property within the city, excluding homestead property, in which he, his spouse, minor child or other member of his immediate household has an interest, whether direct or indirect, and which interest is valued in excess of \$5,000. The filing shall indicate the location of such property.

Subdivision 5. Each individual who is required to file a statement of economic interest shall file a supplementary statement on April 15 of each year.

Subdivision 6. All individuals who, on the effective date of this ordinance [Article], are holding an office or position for which filing of a statement of economic interest is required by Subdivision 1 of this Section, shall file such a statement with the city clerk within ten days after the city clerk issues statement of economics interest forms. All individuals who have filed affidavits of candidacy in July of 1977 to appear on the ballot for election to the position of mayor or city councilor shall file a

statement of economic interest within ten days after the city clerk issues such statement forms.

Sec. 2-56.1. Statements of affiliation with nonprofit agencies, boards, commissions and authorities.

City councilors shall file with the city clerk, and update as necessary, a statement disclosing their memberships on public boards, commissions and authorities and their current affiliations with nonprofit organizations, other than religious or political organizations, where they serve as an officer or member of the board of directors.

Sec. 2-57. Penalty for false statements.

A statement required to be filed by Section 2-56 shall be signed and certified as true by the person required to file the report. Any person who signs and certifies to be true a report or statement which he knows contains false information or who knowingly omits required information is guilty of a misdemeanor.

Sec. 2-58. Penalties generally.

With the exception of violations of sections 2-56, Subdivision 3, and 2-57, violations of this ordinance [Article] shall not be subject to the provisions of Section 1-7 of this Code.

Secs. 2-59 to 2-67. Repealed by Ordinance No. 8287, 11-22-1976, § 1.

Sec. 2-68. Terms of boards and commission members; expiration date.

Nothing to the contrary anywhere in this Code or other ordinances or resolutions of the city withstanding, the terms of the members of the various boards and commissions of the city shall end on March 31 of the years in which such terms would have ended if this Section had not been enacted; and the terms of their successors shall then begin. Unless otherwise provided in this Code, members shall serve until their successors are appointed and qualified.

Article 3. Roles and Responsibilities

3.1. Role of the Chair

The chair, chairperson, or president presides at all official meetings and generally ensures that the commission reviews and acts upon items on the agenda. A chair is expected to ensure that decisions are made in a timely manner, yet must be careful not to limit discussion. It is a chair's role to ensure that the commission receives all information necessary to make a discussion while assuring that members of the public and members have an opportunity to be heard.

Pursuant to Section 27 of the Duluth City Charter, each City board or commission adopts bylaws governing the conduct of its meetings. Unless a board or commission adopts another form of meeting organization, Roberts Rules of Order shall govern the board or commission meeting. A chair is responsible for ensuring that the meeting is run in accordance with the applicable organizational form. Please refer to Appendix B for a summary of motions under Robert's Rules of Order.

Chair Responsibilities:

1. Open the session at the scheduled meeting time.
2. Calling the members to order.
3. Announce the business before the commission in the order in which it is to be acted upon.
4. Recognize members entitled to the floor.
5. To state and put to vote all questions moved.
6. Call for debate on motions.
7. To announce the result of votes.
8. Call members to order when necessary.
9. Assist in expediting the business of the commission in an efficient and productive manner.
10. Understand and adhere to the enabling legislation, mission, and bylaws of the commission.

3.2. Role of Members

Serving as a board or commission member is a privilege that carries with it a responsibility to act in the best interest of the City of Duluth. As a member, you are an ambassador for the City.

Member Responsibilities:

1. Attend scheduled meetings or provide notice to your staff liaison that you will be absent.
2. Prepare in advance of meetings, be familiar with issues on the agenda, and fully participate in meetings.
3. Contact your staff liaison if you have questions on an agenda item or need additional information prior to the meeting.
4. Elicit feedback from community members on issues relevant to your commission.
5. Be considerate of fellow members and staff.
6. Demonstrate respect, kindness, consideration, and courtesy to others.
7. Be respectful of other's time. Stay focused and act efficiently during meetings.
8. Act and speak with honesty and integrity.
9. Do not direct staff.
10. Do not speak for the commission unless authorized by the commission.
11. Do not speak for the city unless authorized to do so by action of the City Council.
12. Be familiar with the enabling legislation, mission, and bylaws and do not act outside of the scope of your board or commission.

3.3. Role of the Staff Liaison

Each City board or commission is assigned a staff liaison. The staff liaison acts as link between the commission, city administration, and the City Council. Staff liaisons are generally responsible for orienting new members, facilitating meetings, providing necessary information regarding rules and regulations, preparing and presenting reports to the commission and answering general questions. It is important to note that while your staff liaison is your primary resources for your commission, members are prohibited from directing the work of staff.

3.4. Relationship to the City Council

Pursuant to Section 27 of the Duluth City Charter, the City Council has the authority to establish nonsalaried boards or commissions which it deems desirable to serve in an advisory capacity, or to perform quasi-judicial functions. Members should think of themselves as advisors to the City Council and ambassadors for the City.

3.5. General Authority

Every City board or commission is established through enabling legislation found in either the Duluth City Charter or the Legislative Code. Please refer to Appendix C for the enabling legislation specific to your board or commission. It is important for members to be familiar with the enabling legislation and to act within the scope of authority for your board or commission.

3.6. Removal of Members

Members of all boards and commissions are subject to removal by the Mayor, for cause, after City Council approval upon notice and hearing before the Council. Additionally a member may forfeit their seat. This can occur by either failing to execute the required oath or failing to attend meetings without notice as may be set forth in the commission bylaws.

Article 4. City of Duluth Form of Government

4.1 Source of Authority

The City of Duluth is a political subdivision of the State of Minnesota and is subject to control by the State. The City can only do things that are authorized by the State government. For example, the City cannot create a new tax unless the State authorizes it. It has the powers set out in Section 1 of the Duluth City Charter, which includes a broad “all powers” clause. The City government does not have power to control the State government, or to ignore it, or to void its acts. The State has power to dissolve the City government.

4.2 Duluth City Charter

The City Charter is to the City government what the Constitution is to the U.S. government. The Charter creates and defines how the City government operates. The Charter has the force and effect of State law, although it must be in compliance with State law.

The first Duluth City Charter was adopted in 1900. The current Charter was first adopted in 1912 and altered by amendment in 1956.

Most cities in Minnesota operate under a State law that has the same function as a Charter. They are called statutory cities. Cities like Duluth, that have a charter, are called home rule charter cities. Charters are provided for in the State Constitution, Article 12.

A copy of the Duluth City Charter is available on the City's website or through the City Clerk's Office.

4.3 City Government

Since the Duluth City Charter was amended on June 11, 1956, the City has operated under a strong mayor-council form of government. Only three cities in Minnesota use this arrangement. Duluth's Charter was modeled after the one for St. Cloud.

Under the Charter, ultimate power is reserved to the voters by way of Charter provisions for recall, initiative, and referendum. Any decision, plan, or action of the City Council can ultimately be put to a vote of the people through the use of these procedures.

4.4 Strong Mayor-Council Form

Under the strong mayor-council form, the Mayor is responsible for operation of all administrative departments and divisions. The Mayor is responsible for directing all City staff, preparing and administering the budget, and can veto City Council legislation. The City Council is responsible for legislative policy and budgetary adoption.



APPENDIX

Appendix A

Boards & Commissions Summary & Staff Directory

Alcohol, Gambling & Tobacco Commission

Meets: 1st Wednesday – 4:45 p.m.

Location: Council Chambers, 3rd Floor City Hall

Staff Person: Ian B. Johnson

730-5500 – ibjohnson@duluthmn.gov

Statement of Purpose:

To investigate every license application to sell alcoholic beverages within the City and, after such an investigation, make an advisory recommendation to the City Council for granting or refusing licenses. The City Clerk shall refer to the Board any complaints and questions as to licenses or regulations. Subject to final Council review, the Board may suspend or revoke a license after public hearing.

To advise and aid the City Council in exercising its licensing duties under Minnesota Statutes Chapter 349, the charitable gambling laws. To investigate all premise permit applications and gambling questions for the Duluth City Council.

Membership Requirements:

7 members, 3-year terms. Each member shall be a citizen of the United States and a resident of the City of Duluth for at least one (1) year immediately preceding his/her appointment.

Created by Council Ordinance 7056 (Article 1, Chapter 8 of City Code) and by Ordinance 9438, 2/14/2000.

Building Appeal Board

(AKA: Building Code Appeals Board, Contractors' License Board, Housing Appeal Board & Building Appeal and Licensing Board)

Meets: 2nd Wednesday – 3:00 p.m.

Or on call of Building Inspector/City Staff/Voting Member

Location: Council Chambers, 3rd Floor City Hall

Staff Person: Bonnie Engseth

730-5300 – bengseth@duluthmn.gov

Statement of Purpose:

To hear appeals from decisions by the Building Official interpretation of the State Building Code, the Duluth Housing Code, and the handling of appeals pertaining to the Fire Chief's interpretation of the Fire Code.

Membership Requirements:

Board shall consist of 10 members appointed by the Mayor, subject to the approval of the City Council. The Fire Chief and Building Official shall be ex officio members, with the Building Official to serve as secretary. All members serve 3-year terms. 1 member shall work in the area of finance; 1 member shall be a registered architect; 1 member shall be a registered engineer working in the area of building construction design; 1 member shall be engaged in the business of residential building construction; 1 member shall be engaged in the business of commercial building construction; 1 member shall work in the area of building materials supply; 1 member shall be a member of a building trade union; 1 member shall be a realtor or real estate manager; and 2 members shall be appointed from the general citizenry

Created by Ordinance #8544, 11/3/80, amended by Ordinance 8819, 12/15/86; amended by Ordinance 9048, 10/7/1991.

Charter Commission

Meets: 2nd Wednesday (if needed) in January, April & July. Required in October – 5:00 p.m.

Location: Council Chambers, 3rd Floor City Hall

Staff Person: Ian Johnson

730-5500 – ibjohnson@duluthmn.gov

Statement of Purpose:

To act on matters relating to the framing and amending of the City Charter.

Membership Requirements:

15 members, 4-year terms (2 terms only); appointed by Judges of District Court. Each shall be a qualified voter of the City. No person shall be disqualified from serving on a Charter Commission by reason of his/her holding any other elective or appointed office other than judicial.

Created by Article XII, Minnesota Constitution; amended by Minnesota Laws, 1959, Chapter 305(5); Minnesota Laws, 1961, Chapter 608(1); Minnesota Laws, 1967, Executive Session, Chapter 33(1).

Civil Service Board

Meets: 1st Tuesday – 4:45 p.m.

Location: Council Chambers, 3rd Floor City Hall

Staff Person: Aimee Ott

730-5210 – aott@duluthmn.gov

Statement of Purpose:

To oversee matters relating to civil service employment with approval of the Council.

Membership Requirements:

5 members, 6-year terms; appointed by the City Council. No specific requirements.

Created by: Chapter V, Duluth City Charter.

Commission on Disabilities

Meets: 1st Wednesday – 3:00 p.m.

Location: Room 330, City Hall

Staff Person: Laura Laaksonen

730-5630 – llaaksonen@duluthmn.gov

Statement of Purpose:

To assess the needs of disabled persons regarding matters such as employment, housing, transportation, accessibility and equal rights; and to advise the Mayor and the City Council of such assessments as the Mayor or Council may request, or as the Commission may deem appropriate.

Membership Requirements:

17 members, 3-year terms. One-half of the members will be disabled persons; not less than one-third of the members will be users or consumers of special services for disabled persons; not less than one-third of the members will be providers of special services for disabled persons; and each council district of the City will contain the residence of not less than 2 members.

Created by Ordinance #8527, 7/14/80, Amended by Ordinance #8956, 10/2/89.

Community Development Committee (CD Committee)

Meets: 4th Tuesday – 6:00 p.m.

Location: Room 330, City Hall

Staff Person: Jenn Moses

730-5345 – jmoses@duluthmn.gov

Statement of Purpose:

To review proposals for funding under the Community Development program. The CD committee will establish criteria to evaluate and rank specific proposals for neighborhood activities and low-moderate clientele activities. The CD committee will prepare a

recommendation with the concurrence of the community development division manager to the city council and the mayor.

Membership Requirements:

9 members, 3 year terms. Preference will be given to persons of color or who are low to moderate income.

Est. by Mayor's letter of 10-26-1978; and Resolution 78-598, 7-31-1978; 78-0827, 10-23-1978; 82-0513, 8-2-1982; 84-0731, 10-1-1984; 94-0687, 8/8/1994; 00-0469, 7/10/2000; 04-0244, 4/26/2004; 09-0203, 4/13/2009; 14-0028, 1-13-2014.

Deferred Compensation Plan Commission

Meets: As Needed

Location: TBD

Staff Person: Josh Bailey

730-5028 – jbailey@duluthmn.gov

Statement of Purpose:

To monitor the administration of the City of Duluth Deferred Compensation Plan. To advise the City Administration regarding the operation of the plan and the desirability of amending the plan.

Membership Requirements:

8 members; appointed by the Mayor, upon approval of the City Council. At least 1 person from each of the City's collective bargaining units shall be appointed. No term shall be more than 4 years.

Created by Ordinance No. 8499, 1/21/1980; amended by Ordinance No. 8581, 7/6/1981; Ordinance No. 10052, 10/11/2010; Ordinance No. 10221, 5/13/2013.

Duluth African Heritage Commission

Meets:

Location: TBD

Staff Person: Phillis Webb

pwebb@duluthmn.gov

Statement of Purpose:

The purpose of this commission is to ensure that the views of the African Heritage community are incorporated in the decision making, future planning, and stewardship of the city of Duluth. The commission will endeavor to act as a guide in the development of public policy, planning and services so that the African Heritage community is adequately represented in these processes. The commission will also endeavor to increase understanding and acceptance of the African Heritage community and culture and to increase African Heritage community involvement in all aspects of community affairs in Duluth.

Membership Requirements:

The commission shall consist of seven members and shall reflect African Heritage diversity in the area. A majority of the members shall be residents of Duluth. Members shall be appointed by the mayor with approval of the city council. Of the first seven appointments, three shall be for three years, two shall be for two years and two shall be for one year. Thereafter, all appointments shall be for a term of three years.

Created by Ordinance No. 20-033-O, 5/26/2020.

Duluth Airport Authority

Meets: 3rd Tuesday – 8:30 a.m.

Location: Duluth International Airport, Director's Conference Room

Staff Person: Tom Werner

727-2968 – daa@duluthairport.com

Statement of Purpose:

To administer the Duluth International and Sky Harbor Airports and promote air navigation and transportation.

Membership Requirements:

7 members, 3-year terms. City residents only.

Created by Chapter 577, Laws of Minnesota, 1969; and by resolution of City Council, 6/16/69.

Duluth Citizen Review Board

Meets: 4th Tuesday – 5:00 p.m.

Location: Varies

Staff Person: Laura Laaksonen

730-5291 – llaaksonen@duluthmn.gov

Statement of Purpose:

The citizen review board shall be an advisory body to the police department and city council, for the purpose of fostering relationships and strengthening trust and communication between the police department and citizens of Duluth in furtherance of the best interests of the city and all of its residents.

Membership Requirements:

7 members, 3-year terms. Members must be residents of, or be employed within, the city.

Established by Ordinance No. 10166, 7/2/2012.

Duluth Economic Development Authority (DEDA)

Meets: 4th Wednesday – 5:15 p.m.

Location, Room 330, City Hall

Staff Person: Ariana Dahlen

730-5308 – adahlen@duluthmn.gov

Statement of Purpose

To encourage, coordinate and direct the city's development efforts throughout the city, especially in the areas of economic development and housing development and to enter into agreements and perform other activities reasonably necessary to achieve those goals.

Membership Requirements:

7 members - 4 at large members for 6 year terms; 3 city council members for council term of office.

Laws, 1987 Chapter 291 Sections 91 through 109 and 89-0323R adopted 4/24/1989, amended by 98-0949R, 12/21/1998; 02-0606R, 10/28/2002; 04-0202R, 3/22/2004; 04-0215R, 3/22/2004; & 09-0342R, 5/26/2009.

Duluth Human Rights Commission

Meets: 2nd Wednesday – 5:00 p.m.

Location: Room 330, City Hall

Staff Person: Laura Laaksonen

730-5291 – llaaksonen@duluthmn.gov

Statement of Purpose:

To promote cultural diversity in Duluth; to promote the elimination of hate, prejudice, and discrimination against persons or groups based on race, gender, religion or other status of the person or group; to educate the community on issues of discrimination and cultural

diversity; to advise the city council and administration on human rights issues; and to promote the goals and objectives of the Minnesota Human Rights Act.

Membership Requirements:

15 members, 3-year terms. Appointments should reflect a broad cross section of the ethnic, cultural, and other diversity of the community as defined in Minnesota Statutes Section 363; appointments should include both sexes, various economic levels, racial and ethnic minorities, various age groups, and property owners and tenants.

Originally created by Ordinance 9285, 12/18/1995 (Chapter 2, Article XXIV of the City Code); recreated by Ordinance 9508, 10/9/2002 (Chapter 29C of the City Code).

Duluth Legacy Endowment Fund Advisory Board (DLEFPG)

Meets: Determined by chairperson

Location: Determined by chairperson

Staff Person: Suzanne Kelley

skelley@duluthmn.gov

Statement of Purpose:

The group shall have power to accept requests for distribution of the earnings of the Duluth Legacy Endowment Fund. It shall have the power to evaluate which requests will best benefit the community and fulfill a public purpose. It shall approve and recommend specific distributions and the amount of distributions to various city departments to the trustee (Duluth-Superior Area Community Foundation).

Membership Requirement:

18 members, 4 year terms. Must be a year round or seasonal resident or be involved with a Duluth business, nonprofit or governmental entity or have demonstrated significant ties to Duluth or the surrounding area

Created by Resolution 04-0484, 7-12-2004; amended by 08-0137, 2/26/2008; 14-0444R, 8/25/2014.

**Duluth Nonbinary, Queer, Trans, Two Spirit, Lesbian, Gay,
Bisexual, Intersex, and Asexual Commission.**

Meets: TBD

Location: TBD

Staff Person: Ben VanTassel

bvantassel@duluthmn.gov

Statement of Purpose:

The purpose of this commission is to advise the mayor, city council, city departments, and community at large about issues of concern affecting nonbinary and binary queer, trans, two spirit, lesbian, gay, bisexual, intersex, and asexual (“NQT2SLGBIA”) communities.

Membership Requirement:

There shall be seven members on the commission. The members shall be residents of the city of Duluth or be employed in the city of Duluth. Members shall be appointed by the mayor with approval of the city council. In addition to being diverse in gender identity, gender expression, and sexual orientation, members of the commission shall be broadly representative of the various social, racial, religious, cultural, economic, national origin, generational, and geographic groups comprising the population of the city of Duluth and shall have a documented commitment to the NQT2SLGBIA communities.

Created by Ordinance No. 10729, 1/21/2021.

Duluth/North Shore Sanitary District Board

Meets: 3rd Tuesday – 7:00 a.m.

Location: French River Lutheran Church

Staff Person: Eric Appelwick, Secretary

624-8042 – eappelwick@nettechnical.com

Statement of Purpose:

To administer the Duluth/North Shore Sanitary District. To adopt sewer use ordinances and sewer service charge system to fund the wastewater treatment operation throughout the district.

Membership Requirement:

5 members who are registered voters in the entity they represent. There are 2 Duluth members, 1 Lakewood member and 2 Town of Duluth members.

Created by Resolution 00-0153, 3/2/2000.

Duluth Parking Commission

Meets: 1st Friday – 7:30 a.m.

Location: Council Chambers, 3rd Floor City Hall

Staff Person: Mark Bauer

730-5178 – mbauer@duluthmn.gov

Statement of Purpose:

To provide oversight and guidance to the city's parking operations and functions; to study and make recommendations for solutions to on and off street parking problems; to establish rates for parking meters and city owned parking lots and ramps; to establish parking rates and regulations for city street, parking meters and city owned parking lots and ramps; to work toward improving the availability, ease and perception of parking throughout the city; to review and recommend the annual budgets for the city's parking operations.

Membership Requirements:

7 members (including 1 city councilor), 3-year terms. Must be city residents.

Established by Ordinance 10128, 12/5/2011; amended by Ordinance 10272, 12/16/2013.

Duluth Public Arts Commission

Meets: 3rd Monday – 4:30 p.m.

Location: Room 106A, City Hall

Staff Person: Tricia Hobbs

thobbs@duluthmn.gov

Statement of Purpose:

To advocate for, promote and participate in the selection and interpretation of public artwork and public arts events in Duluth; assist the city in the development and maintenance of an ongoing Municipal Arts Plan.

Membership Requirements:

9 members, 3-year terms

Created by Ordinance 8777, 4/7/1986; amended by Ordinance 10220, 4/22/2013.

Duluth Public Utilities Commission

Meets: 3rd Tuesday – 5:15 p.m.

Location: Council Chambers, 3rd Floor City Hall

Staff Person: Jim Benning

730-5200 – jbenning@duluthmn.gov

Statement of Purpose:

To effectively manage and guide future development of the utilities and the rate structures related thereto.

Membership Requirements:

7 members (3 city councilors; 4 at large members shall be residents of the city of Duluth, shall be responsible to pay charges to the city for the use of at least two of the utilities regulated by the commission and shall be chosen for their expertise in the areas of utility operations, finance and utility construction or other relevant experience), 3-year terms.

Created by Ordinance 10024, 4/26/2010.

Duluth-Superior Metropolitan Interstate Council (MIC)

Meets: 3rd Thursday – 7:00 p.m.

Location: Varies

Staff Person: Ron Chicka, MIC Director

529-7541 – rchicka@ardc.org

Statement of Purpose:

To coordinate federal monies for transportation planning and development in the Duluth-Superior Metropolitan Planning Area, for the purpose of transcending area municipal and state boundaries.

Membership Requirements:

18 members, 2 year terms. 9 Minnesota members; 9 Wisconsin members.

Created by Resolution 75-469.

Duluth Transit Authority

Meets: 4th Wednesday – 4:00 p.m.

Location: DTA Board Room

Staff Person: Becki Rivord

rrivord@duluthtransit.com

Statement of Purpose:

To administer the operation of the City of Duluth's public transit system.

Membership Requirements:

9 members, 3-year terms. Each of the 5 council districts within the City of Duluth shall be represented at all times on the Authority, and the director representing such district shall be a resident thereof.

Created by Chapter 720, Laws of Minnesota, 1969; and by resolution of City Council, 6/16/69; amended by Minnesota Laws, 1971, Chapter 524; and by resolution of City Council, 6/14/71.

Duluth Workforce Development Board

Meets: 3rd Monday – 3:00 p.m.

Location: Duluth Workforce Center, 302 W 2nd St.

Staff Person: Jamie Sands

jsands@duluthmn.gov

Statement of Purpose:

To design, implement, and manage a program aimed at increasing the involvement of the business community in the employment and training activities under JTPA and increasing private sector employment opportunities for economically disadvantaged persons.

Membership Requirements:

The chief elected official shall appoint members from industry and business community (including small business and minority business enterprises), organized labor, community-based organizations, and educational agencies and institutions to serve on such council.

Established by Public Law 97-300, 10/13/1982; replaced by the Federal Workforce Investment Act - Public Law 105-220, 8/7/1998.

Energy Plan Commission

Meets: Quarterly

Location: TBD

Staff Person: Jennifer Ondrik

Contact: jondrik@duluthmn.gov

Statement of Purpose:

The purpose of the commission is to advise the administration and city council on ways to achieve the goal of reducing the city's greenhouse gas emissions by 80 percent by 2050. The commission shall have the following powers and duties: 1. Develop and recommend policies consistent with the city's greenhouse gas reduction goals; 2. Review and evaluate city's energy plan and assess whether benchmarks are met; 3. Promote the city's use of clean, renewable energy resources; 4. Promote community best practices and strategies for reducing greenhouse gases; and 5. Submit a written report by January 31st of each year to the council and mayor on the city's annual progress in reducing greenhouse gas emissions, efforts to promote the use of clean, renewable energy resources and efforts to identify community best practices and strategies for reducing greenhouse gases. The commission shall meet at least four times a year.

Membership Requirements:

The commission shall consist of seven commissioners. The commissioners shall be appointed by the mayor and confirmed by the city council. Of the initial seven commissioners, two shall be appointed for four years, two shall be appointed for three years, and three shall be appointed for two years, thereafter, all appointments shall be for a term of four years. The commission members shall be residents of the city of Duluth and should broadly represent all geographic areas of the city. Collectively, commission members should have broad experience and technical expertise in areas such as renewable energy, conservation, community planning, engineering and architecture.

Created by Ordinance 19-008-O, March 11, 2019

Entertainment and Convention Center Authority (DECC)

Meets: Last Monday of the Month – 4:00 p.m.

Location: Board Room in Convention Center (DECC)

Staff Person: Ronni Murphy

722-5573 – rmurphy@decc.org

Statement of Purpose:

To administer, promote, control, direct, manage, and operate the Duluth Entertainment Convention Center complex.

Membership Requirements:

11 members, 3-year terms. 7 City residents appointed by the Mayor and approved by the City Council; and 4 members appointed by the Governor.

Created by Chapter 305, Laws of Minnesota, 1963; Resolution of City Council, 4/22/1963; Laws of Minnesota, 1985, Section 36, Chapter 15, First Special Session (repealed 1998, Chapter 404, Sec. 84.); and Council Resolution 85-0612, 8/12/1985; Laws of Minnesota 1998, Chap. 404.

Heritage Preservation Commission

Meets: 4th Tuesday – 2:00 p.m.

Location: Room 330, City Hall

Staff Person: Jennifer Moses

730-5580 – jmoses@duluthmn.gov

Statement of Purpose:

Recommend historic preservation sites and districts to the city council; approve, approve with conditions or deny applications for historic construction and demolition permits pursuant to Section 50-37.14; recommend historic preservation guidelines specific to a landmark or district; conduct continuing survey of all areas, places, buildings, structures or similar objects in the city that the commission, on the basis of information available or presented to it, has reason to believe are or will be eligible for designation as historic preservation landmarks or districts; work for the continuing education of the citizens of the city with respect to the historic and

architectural heritage of the city and keep current and public an official list of designated historic preservation landmarks and districts; recommend to the planning commission and council that certain properties eligible for designation as historic preservation landmarks or districts be acquired by gift, by negotiation or other legal means.

Membership Requirements:

7 members, 3 year terms. City residents who have demonstrated an interest in the historical, cultural or architectural development of the City or who own property within a heritage preservation district. 5 members appointed by the City; 1 member appointed by the St. Louis County Historical Society; and 1 member appointed by the city Planning Commission.

Created by Ord.10044, 8/16/2010; amended by Ord. 10096, 7/18/2011; Ord. 10225, 5/28/2013.

Housing and Redevelopment Authority of Duluth (HRA)

Meets: Last Tuesday of the Month – 3:30 p.m.

Location: HRA Office, 222 E. 2nd St

Staff Person: Jill Keppers

529-6300 – jkeppers@duluthhousing.com

Statement of Purpose:

To deal with improvement and revitalization of residential neighborhoods, urban renewal, construction and operation of senior citizen housing, and related matters.

Membership Requirements:

7 members, 5-year terms. All shall be residents of the area of operation of the authority. Councilors may be appointed and may serve as a commissioner of the authority for the city. The council of any city which appoints members of the city council as commissioners may set the terms of office of a commissioner to coincide with the commissioner's term of office as a council member.

Created by Minnesota Laws, 1947, Chapter 487, and confirmed by City Council resolution, January 7, 1948.

Indigenous Commission

Meets: 3rd Monday – 5:00 p.m.

Location: Room 330, City Hall

Staff Person: Suzanne Kelley

730-5480 – skelley@duluthmn.gov

Statement of Purpose:

To ensure that the views of the Indigenous community are incorporated in the decision making, future planning, and stewardship of the city of Duluth. To endeavor to act as a guide in the development of public policy, planning and services so that the Indigenous community is adequately represented in these processes and increase understanding and acceptance of the Indigenous community and culture. To increase Indigenous community involvement in all aspects of community affairs in Duluth.

Membership Requirements:

11 members, 3-year terms. Members must reflect Indigenous diversity in the area and a majority of members must be Duluth residents.

Created by Ordinance No. 9529, 4/8/2002; amended by Ordinance No. 10255, 10/28/2013 (Article XXVIII, Chapter 2 of City Code).

Joint Airport Zoning Board

Meets: 3rd Thursday

Location: Duluth International Airport, Director's Conference Room

Staff Person: Tom Werner

Statement of Purpose:

To adopt and administer special zoning regulations within the hazard area surrounding the Duluth International Airport.

Membership Requirements:

12 members; 3-year term for City appointments, 4 representatives from the City of Duluth, 2 representatives from the City of Hermantown, 2 representatives from the Township

of Canosia, 2 representatives from the Township of Rice Lake, and 2 representatives from St. Louis County. No residency requirements.

Established by Minnesota Laws, 1945, Chapter 303.

Library Board

Meets: 4th Tuesday – 4:30 p.m.

Location: Main Library, Small Conference Room

Staff Person: Carla Powers

723-3821 – cpowers@duluthmn.gov

Statement of Purpose:

To advise the Director, City Administration and City Council on Library policies, proposed new services, proposed new facilities and on the deletion of services and facilities. To aid in raising gifts, donations, securing grants and to advise on the expenditure of trust funds.

Membership Requirements:

9 members, 5-year terms. City residents only.

Created by Ordinance #4361, 6/3/20; Ordinance #4539, 11/27/29; and Charter Section 27; amended by Ordinance #7541, 10/10/66.

Natural Resources Commission

Meets: First Wednesday of every month – 6:00 p.m..

Location: Room 330, City Hall

Staff Person: Kate Kubiak, Natural Resources Coordinator

730-4329 kkubiak@duluthmn.gov

Statement of Purpose:

The natural resources commission shall act as an advisory group to the mayor and city council and will provide science-based guidance on the protection and enhancement of the ecological health of city owned and city managed land (hereinafter “city land”) and, thereby,

the regional ecosystems of which they are an integral part. The natural resources commission's duties may include: (a) Develop recommendations on how to protect, restore, and manage natural resources on city land. (b) Solicit public input on the protection, restoration, and management of natural resources on city land. (c) Advise on issues, policies, ordinances, and programs pertaining to the protection, restoration and management of trees on city land and, where required by ordinance, on private land. (d) Advise on the composition of the city's portfolio of green space and adding to or disposing of such properties. (e) Advise on the Duluth natural area program established in Article XXIX of this Chapter to designate, protect, and manage lands of special environmental value.

Membership Requirements:

The commission shall consist of nine members who shall be appointed by the mayor subject to confirmation by the city council. Vacancies shall be filled for the unexpired term in the same manner. Of the initial members, three shall be appointed for three years, three shall be appointed for two years and three shall be appointed for one year; thereafter all appointments, other than those to fill unexpired terms, shall be for three years. The terms of members shall expire on August 31 of the appropriate year. Members shall serve until their successors are appointed and qualified. The commission members shall be residents of the city of Duluth and should broadly represent all geographic areas of the city. Collectively, commission members should have broad experience and expertise in areas such as natural resources management, ecology, forestry, botany, water quality, invasive species and wildlife.

Established by Ordinance 9256, 6/5/1995, amended by Ordinance 19-005-O (formerly Urban Forest Commission).

Parks and Recreation Commission

Meets: 2nd Wednesday – 5:00 p.m.

Location: Varies

Staff Person: Jessica Peterson

730-4300 – jpeterson@duluthmn.gov

Statement of Purpose:

To assist the Administration by making recommendations on issues that are pertinent to the development and/or enhancement of existing or future recreational needs of this community; and to further act as a liaison between community needs, the Parks & Recreation Division and the City Council.

Membership Requirements:

11 voting (3-year terms) and 3 nonvoting members (indefinite terms). Voting members shall include one resident of each of the five council districts in the city, two at large members, who shall not be residents of the same council district, one member with formal education in recreation who is employed in that field, one member who is a member of, or recommended by, the commission on disabilities, one member who works with recreation programs and facilities as a staff member in the community schools program and one member with formal education in land management who is employed in that field. Each voting member shall be a resident of the City, except recreation, land management and community school's representatives shall either reside or work in the city limits of Duluth. The nonvoting members shall be a Duluth city councilor, a Duluth school board member and a St. Louis County commissioner.

Created by Ordinance #7252, 10/24/60. Name changed from Recreation Board by Ordinance #7340, 12/24/62. Amended by Ordinance #8560, 2/23/81; amended by Ordinance 8916, 10/31/88. Name changed from Park & Recreation Board and membership increased by Ordinance 9333, 6/9/1997. Amended by Ordinance #9400, 12/21/1998. Amended by Ordinance #9745, 9/12/2005. Amended by Ordinance #9960, 2/23/2009.

Planning Commission

Meets: 2nd Tuesday – 5:00 p.m.

Location: Council Chambers, 3rd Floor City Hall

Staff Person: Jennifer Moses

jmoses@duluthmn.gov

Statement of Purpose:

To advise the City Council on all planning and development matters including rezoning, issuance of special use permits, and community development policies. The Commission has

final authority in approval of plats, serves as the responsible governmental unit (RGU) and conducts environmental reviews pursuant to Minnesota Statutes Chapter 116D and the applicable state regulations.

Membership Requirements:

9 members; 4-year terms. Must be a City resident.

Created by Ord. 1809, 3/13/1922; amended by Ord. 1917, 8/28/1922; Ord. 9625, 10/14/2003; Ord. 9939, 10/13/2008; Ord. 9985, 7/27/2009.

Sanitary Sewer Board of the WLSSD (Western Lake Superior Sanitary District)

Meets: 1st and 3rd Mondays – 7:00 p.m.

Location: WLSSD District Board Room

Staff Person: Marianne Bohren

722-3336 marianne.bohren@wlssd.com

Statement of Purpose:

To administer the sanitary sewer interceptor system and the sewage facility serving Duluth, Cloquet, and other portions of St. Louis and Carlton counties.

Membership Requirements:

9 members, 3-year terms. 4 Duluth appointments. No specific requirements.

Created by Minnesota Laws, 1971, Chapter 478; and Council Resolution, 6/22/71.

Duluth Seaway Port Authority

Meets: Once Monthly - Varies

Location: Seaway Port Authority Board Room

Staff Person: Deb DeLuca

727-8525 ddeluca@duluthport.com

Statement of Purpose:

To promote the general welfare of the Port District. The Authority shall also set forth as a primary goal the fostering of economic commerce for the Seaway Port District.

Membership Requirements:

7 members, 6-year terms. 3 members appointed by the city council; 2 county appointments; and 2 members appointed by the governor.

Advisory Member: Executive Director, 1200 Port Terminal Drive. Members receive \$35 for each regular meeting attended.

Established by Chapter 61, Minnesota Laws, 1929; amended by Minnesota Statutes 458.10; Minnesota Statutes 469.050.

Special Board of Review

Meets: As Needed - TBD

Location: TBD

Staff Person: Ian B Johnson

730-5500 – ibjohnson@duluthmn.gov

Statement of Purpose:

To review assessment and classification of all property within the city. To determine that all taxable property within the city is listed and properly valued. To hear all persons feeling aggrieved by the assessment or classification of property and make such adjustments as shall appear just.

Membership Requirements:

5 members - an appraiser, a real estate broker, a real property valuator, an attorney, and one member appointed by the CAO or Mayor annually who has completed an equalization course; all members shall be well versed and familiar with property values in the city; 4-year terms.

Created by Resolution 86-0142, 3/3/1986; amended by Resolutions 01-0601, 8/27/2001; 06-0498R, 7/10/2006; 13-0205, 4/22/2013

Spirit Mountain Recreation Area Authority

Meets: 3rd Thursday – 5:00 p.m.

Location: Spirit Mountain Chalet

Staff Person: Ann Glumac

628-2891 aglumac@spiritmt.com

Statement of Purpose:

To administer the operation of the Spirit Mountain Recreation Area with the following objectives: to insure proper development of wide-range recreational facilities available to both local residents and tourists; to aid the economy of Northeastern Minnesota; and to follow an intelligent and timely development plan in order to preserve the area's environment.

Membership Requirements:

9 members, 3-year terms. No personal financial interest, direct or indirect, in any contract with the Authority, or engaged in any capacity where a conflict of interest may arise. A knowledge and background in business, finance, and management helpful.

Created by Chapter 327, Minnesota Laws, 1973; and by resolution of City Council, 7/2/73; amended by 10-0237R, 5/10/2010.

Appendix B

Robert's Rules of Order Summary of Motions

| Motions | Requires a Second | Can Interrupt a Speaker | Debatable | Amendable | Vote Required to Pass | Can be Reconsidered |
|--|-------------------|-------------------------|-----------|-----------|------------------------|---------------------|
| I. PRIVILEGED MOTIONS | | | | | | |
| To Adjourn ² | Yes | No | No | No | Majority | No |
| To Recess (To Take a Recess) ³ | Yes | No | No | Yes | Majority | No |
| To ask a question of privilege ⁴ | No | Yes | No | No | No Vote ⁵ | -- |
| II. SUBSIDIARY MOTIONS⁶ | | | | | | |
| To Postpone Temporarily (Lay on the Table) ⁷ | Yes | No | No | No | Majority | No |
| To Postpone to a Definite Time | Yes | No | Yes | Yes | Majority | Yes |
| To Postpone Indefinitely | Yes | No | Yes | Yes | Majority | Only a Positive |
| To Vote Immediately on the Question ¹⁰ (Previous Question) | Yes | No | No | No | 2/3 | No |
| To Place a Limitation on Debate ¹¹ | Yes | No | No | Yes | 2/3 | Yes |
| To Refer the Motion to a Committee | Yes | No | Yes | Yes | Majority | Yes |
| To Amend a Motion, Ordinance or Resolution | Yes | No | Yes | Yes | Majority | Yes |
| To Substitute One Motion, Ordinance or Resolution for Another | Yes | No | Yes | Yes | Majority | Yes |
| III. MAIN MOTIONS | | | | | | |
| Any General Motion, Resolution, or Ordinance | Yes | No | Yes | Yes | Majority ¹² | Yes |
| To Reconsider a Motion Already Passed or Defeated ¹³ | Yes | Yes | Yes | No | Majority | No |
| To Consider an Action Previously Postpones Temporarily or Laid on Table (to Remove From Table) | Yes | No | No | No | Majority | No |
| To Appeal or Challenging a Ruling by Presiding Officer ¹⁴ | Yes | Yes | Yes | No | Majority | Yes |

Appendix C

Enabling Legislation

Appendix C

Bylaws
